

DoC Security
NOAA/NTIA Foreign Visitors to Boulder Labs

Revised: 7/29/2008

		"Visitor"	"Conference Attendee"	"Guest"		"Affiliate"
		3 Days or less	5 Days or less (may extend add'l 3 days) (Conf = 16+ people)	More than 4 days but less than 10 days	10 Days or more but less than 30 days	30 Days or More
Visitor Forms	Visitor Notification Form	X	X	X	X	X
	Fax to Visitor Center (x7402/x6302)					Only when first arrive
	Minimum 30 days prior to FN arrival					
	No Later than one full business day prior					
Security Requirements	E-mail containing FN information or FNV spreadsheet from MRSO website	X	X	X	X	X
	Visitor: 48 hrs in advance					
	Guest: 30 days in advance					
	FN info should include name, date of birth, place of birth, country of residence, country of citizenship, and passport number.					
	Certification of Conditions & Responsibilities for Departmental Sponsors of FNG			X	X	X
	Submit original to MRSO					
	Minimum 30 days prior to FN arrival					
	Appendix B of NAO 207-12 for endorsement by Bill Broglie (NOAA ONLY)			X	X	X
	Cert of Conditions & Responsibilities for Foreign National			X	X	X
	FN reads & signs CC&R					
Access	Signed by Foreign National Guest					
	Within 72 hours of arrival					
	Annual Training (access to Labs/Offices)	X		X	X	X
	Dept Sponsor trains FN on access areas (and employees working in the same area)					
NACI Security Investigation	Per DAO 20712 - individual office maintains record					
	Division-specific Access Request Form					X
	Approved by Division Chief or AO					
	Valid for only up to one year at a time					
NACI Security Investigation	After Hours Access for Foreign Nationals					X
	Approved by NOAA Director. If access is needed to NIST facility, NIST and NTIA Director must sign also.					
	If FN has access before 6am, after 6pm, on weekends					
	Approved by MRSO only after investigation completed					
NACI Security Investigation	SF-85 Questionnaire for Non-Sensitive Postions					X
	FN must sign in Security's presence					
	Includes:					
	SF-87 Fingerprint Chart (or electronic)					
NACI Security Investigation	OF-612 or Resume					
	OF-306 Declaration for Federal Employment					
	CD-591 Personal ID Verification (PIV) Request					
	Sponsor's Training Certificate of Completion (#=S)					
NACI Security Investigation	Applicant's Training Certificate of Completion (#=A)					
	Two (2) forms of photo ID					
	e-QIP Elec Questionnaires for Investigations Processing					X
	Includes: Full name, SSN, DOB, POB					
NACI Security Investigation	Must be invited in by MRSO					